

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: October 16, 2019	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.
Please contact Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An understanding of Authorization of Release (pick-up) policies and practices so that our children are safe.

An understanding of the Continuation Grant Cycle and PC Involvement.

An approval on 2019-2020 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

An understanding of training on Head Start Eligibility, so that the governing body may have an understanding of federal regulations and CSB policies and procedures as are applicable to Head Start eligibility determination.

To educate parents about the importance of completing the 2020 Census so they count.

An understanding of an opportunity to participate in the PC Subcommittee to ensure full work of Policy Council is completed during the year

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Heard announcements so that we may be informed of Bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Elisha Jefferson	2 Minutes
Meeting Ground Rules	Present Clarify	Delphine Smith	1 Minute

	Check for understanding		
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Emma Duran	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	25 Minutes
Presentation: Authorization of Release of Children	Present Clarify Check for understanding	Katherine Mason	10 Minutes
Action: <ul style="list-style-type: none"> Consider approval of September 28, 2019 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	3 Minutes
Presentation: <ul style="list-style-type: none"> Continuation Grant Cycle and PC Involvement 	Present Clarify Check for understanding	Nasim Eghlima	5 Minutes
Action: <ul style="list-style-type: none"> Conduct 2019-2020 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers 	Present Clarify Check for understanding Check for Agreement	Katharine Mason Pam Arrington Ana Araujo	20 Minutes
Training: <ul style="list-style-type: none"> Head Start Eligibility 	Present Clarify Check for understanding	Tracy Lewis Kelly Chun	15 Minutes
Presentation: <ul style="list-style-type: none"> US Census 	Present Clarify Check for understanding	Darlene Drapkin	20 Minutes
<ul style="list-style-type: none"> Subcommittee Membership recruitment 	Present Clarify Check for understanding Check for Agreement	Staff to Subcommittees	5 Minutes
<ul style="list-style-type: none"> Site Reports 	Present Clarify Check for Understanding	Site Representatives	3 Minutes
<ul style="list-style-type: none"> Announcements 	Present Clarify Check for Understanding	Ana Araujo	4 Minutes
<ul style="list-style-type: none"> Meeting Evaluation 	Plus/Delta	Volunteer	1 Minute

Enrollment and Attendance Report to Policy Council September 2019

Enrollment:

- **HS – 85.6% (94.30% of Open Classes)**
- **EHS – 98.07%**
- **EHS-CCP – 100%**
- **EHS-CCP2 –103.2%**

Attendance:

- **HS – 88.1%**
- **EHS – 86.01%**
- **EHS-CCP – 91.7%**
- **EHS-CCP2 – 84.4%**

Informe de Inscripción y Asistencia al Consejo de Políticas Septiembre 2019

Inscripción:

- ***HS – 85.6% (94.30% de Clases Abiertas)***
- ***EHS – 98.07%***
- ***EHS-CCP – 100%***
- ***EHS-CCP2 –103.2%***

Asistencia:

- ***HS – 88.1%***
- ***EHS – 86.01%***
- ***EHS-CCP – 91.7%***
- ***EHS-CCP2 – 84.4%***

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF AUGUST 2019

DESCRIPTION	AUGUST YTD Actual	Total Budget	Remaining Budget	67% %YTD
a. PERSONNEL	\$ 2,856,750	\$ 4,450,813	\$ 1,594,063	64%
b. FRINGE BENEFITS	1,835,642	2,769,062	933,420	66%
d. EQUIPMENT	-	24,000	24,000	0%
e. SUPPLIES	160,430	235,500	75,070	68%
f. CONTRACTUAL	1,595,791	2,770,400	1,174,609	58%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,840,165	5,761,049	3,920,884	32%
I. TOTAL DIRECT CHARGES	\$ 8,288,778	\$ 16,010,824	\$ 7,722,046	52%
j. INDIRECT COSTS	713,261	903,555	190,294	79%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 9,002,038	\$ 16,914,379	\$ 7,912,341	53%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 2,712,446</i>	<i>\$ 4,228,595</i>	<i>\$ 1,516,148</i>	<i>64%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF AUGUST 2019

DESCRIPTION	AUGUST YTD Actual	Total Budget	Remaining Budget	67% % YTD
a. PERSONNEL	\$ 150,104	\$ 294,506	\$ 144,402	51%
b. FRINGE BENEFITS	96,853	146,451	49,598	66%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	11,330	17,300	5,970	65%
f. CONTRACTUAL	537,376	1,284,300	746,924	42%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	476,981	1,897,915	1,420,934	25%
I. TOTAL DIRECT CHARGES	\$ 1,272,643	\$ 3,640,472	\$ 2,367,829	35%
j. INDIRECT COSTS	48,988	50,672	1,684	97%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,321,631	\$ 3,691,144	\$ 2,369,513	36%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 323,888</i>	<i>\$ 922,786</i>	<i>\$ 598,898</i>	<i>35%</i>

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF AUGUST 2019

DESCRIPTION	AUGUST YTD Actual	Total Budget	Remaining Budget	8% % YTD
a. PERSONNEL	\$ 44,199	\$ 305,109	\$ 260,910	14%
b. FRINGE BENEFITS	28,775	212,143	183,368	14%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	-	24,100	24,100	0%
f. CONTRACTUAL	-	460,020	460,020	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,961	65,984	62,023	6%
I. TOTAL DIRECT CHARGES	\$ 76,935	\$ 1,074,356	\$ 997,421	7%
j. INDIRECT COSTS	-	64,073	64,073	0%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 76,935	\$ 1,138,429	\$ 1,061,494	7%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 15,003</i>	<i>\$ 289,444</i>	<i>\$ 274,441</i>	<i>5%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START CC PARTNERSHIP #2

BUDGET PERIOD SEPTEMBER 2018 - AUGUST 2019

AS OF AUGUST 2019

DESCRIPTION	August YTD Actual	Total Budget	Remaining Budget	100% % YTD
a. PERSONNEL	\$ 606,742	\$ 622,636	\$ 15,894	97%
b. FRINGE BENEFITS	377,605	372,885	(4,720)	101%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	892,933	1,545,395	652,462	58%
e. SUPPLIES	139,540	415,907	276,367	34%
f. CONTRACTUAL	780,099	1,253,405	473,306	62%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,370,992	3,324,270	1,953,279	41%
I. TOTAL DIRECT CHARGES	\$ 4,167,911	\$ 7,534,498	\$ 3,366,587	55%
j. INDIRECT COSTS	160,962	131,714	(29,248)	122%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 4,328,874	\$ 7,666,212	\$ 3,337,339	56%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 748,326</i>	<i>\$ 1,953,601</i>	<i>\$ 1,205,275</i>	<i>38%</i>

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
VISA/U.S.BANK
AUGUST 2019**

Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
2102	08/22/19	xxxx1416	61.84	EHS Basis Grant	Books, Periodicals
2102	08/22/19	xxxx1907	4,328.00	EHS-Child Care Partnership #2	Books, Periodicals
			\$ 4,389.84		
2131	08/22/19	xxxx0494	1,073.83	Child Nutrition Food Services	Minor Furniture/Equipment
			\$ 1,073.83		
2150	08/22/19	xxxx0494	978.65	Child Nutrition Food Services	Food
			\$ 978.65		
2300	08/22/19	xxxx1416	3,576.66	EHS-Child Care Partnership #2	Transportation & Travel
2300	08/22/19	xxxx8798	1,350.69	EHS-Child Care Partnership #2	Transportation & Travel
			\$ 4,927.35		
2303	08/22/19	xxxx2364	1,542.85	EHS-Child Care Partnership #2	Other Travel Employees
2303	08/22/19	xxxx1907	737.44	EHS-Child Care Partnership #2	Other Travel Employees
2303	08/22/19	xxxx3016	619.88	EHS-Child Care Partnership #2	Other Travel Employees
2303	08/22/19	xxxx8777	3,303.58	EHS-Child Care Partnership #2	Other Travel Employees
2303	08/22/19	xxxx8777	(541.96)	EHS-Child Care Partnership #2	Other Travel Employees
2303	08/22/19	xxxx8798	276.43	HS Basic Grant	Other Travel Employees
2303	08/22/19	xxxx8798	2,802.38	EHS-Child Care Partnership #2	Other Travel Employees
			\$ 8,740.60		
2467	08/22/19	xxxx1907	199.00	CSD Liheap PGE Assistance	Training & Registration
			\$ 199.00		
2479	08/22/19	xxxx4959	732.15	HS Basic Grant	Other Special Dpmtal Exp
2479	08/22/19	xxxx4959	1,230.38	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
2479	08/22/19	xxxx2364	260.92	HS Basic Grant	Other Special Dpmtal Exp
2479	08/22/19	xxxx8798	614.39	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
2479	08/22/19	xxxx1899	2,529.22	Indirect Admin Costs	Other Special Dpmtal Exp
			\$ 5,367.06		
2490	08/22/19	xxxx1416	40.00	EHS Basis Grant	Misc Services/Supplies
2490	08/22/19	xxxx1416	1,271.24	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	08/22/19	xxxx1907	1,413.84	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	08/22/19	xxxx1907	1,773.36	HS Basic Grant	Misc Services/Supplies
2490	08/22/19	xxxx1907	(118.53)	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	08/22/19	xxxx3016	2,075.15	HS Parent Services	Misc Services/Supplies
			\$ 6,455.06		
		Total	32,131.39		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2019-2020

August 2019

13 Approved Sites



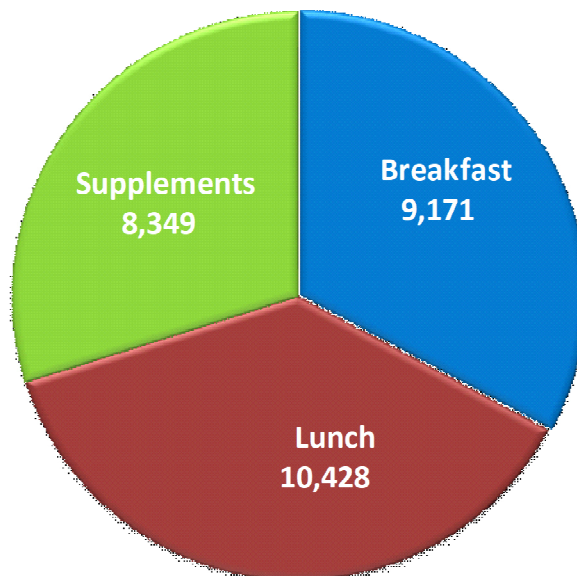
21 Days Meals Served



497 Daily Participation



27,948 Meals Served





Policy Council Meeting Minutes
Location: Hilton Concord, 1970 Diamond Blvd, Concord, CA



Date: 9/28/2019

Time Convened: 1:12 PM

Time Terminated: 2:15 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Veronica Gutierrez, Chair, called the meeting to order at 1:12 PM Emma Duran, Vice Chair, reviewed the desired outcomes. Daisy Templeton, Past Parent, reviewed the ground meeting rules.
Public Comment	None
Correspondence	None
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none">• Division Manager• Fiscal	<p>Katharine Mason, Division Manager, welcomed new Policy Council representatives and provided enrollment and attendance statistics for the month of August as follows:</p> <ul style="list-style-type: none">• Enrollment for the month was at 72% for Head Start, 98.10% for Early Head Start, 98.61% for Early Head Start Child Care Partnership #1, and 98.40% for Early Head Start Child Care Partnership #2.• Attendance for the month was at 86.05% for Head Start, 85.44% for Early Head Start, 89.06% for Early Head Start Child Care Partnership #1, and 85.80% for Early Head Start Child Care Partnership #2. <p>Early Head Start programs are required to be enrolled 100% at every month, However, Head Start programs are allowed to be under enrolled in the summer when not all program options are in sessions such as part day part year program. We are required to be 100% enrolled 30 days from when all program options are in session. If enrollment is not 100% for four consecutive months, we may be subject to a corrective action plan to improve enrollment.</p> <p>Head Start program is mandated by the Office of Head Start (OHS) to have at least 85% attendance in all program models. In the event that attendance falls below 85%, the ERSEA Coordinator conducts an analysis and develops a corrective action for improving attendance. Research shows that for children to succeed in school and life, at least 97% attendance is needed – no more than 7 or 8 days of absence during the year.</p>

TOPIC	RECOMMENDATION / SUMMARY
	<p>Katharine shared the following program updates:</p> <ul style="list-style-type: none"> • CSB will have two Federal Reviews this year, Classroom Assessment Scoring System (CLASS) and Focus Area 2. The CLASS review has been scheduled for the week of October 21, 2019. The reviewers will choose a random sampling of preschool classrooms to review countywide. CSB has conducted internal CLASS monitoring and surpassed both the minimum thresholds for CSB and Office of Head Start. A date for the Focus Area 2 review has not been scheduled yet. More information about CLASS will be shared during October's PC Meeting. • CSB's Part-Day/Part-Year Head Start teaching staff returned to their classrooms to prepare for the new school year. • CSB has planned and developed a new program to better orient and train teacher assistants trainees. The program started this summer. The teacher assistant trainees will spend their first 30 days under a master teacher's supervision to receive a thorough orientation into the program. • CSB held an All-Staff Development Day on August 28, 2019, at the Centre Concord. All CSB staff, including temporary employees, attended the all-day staff summit where the theme was wellness. The Administration Office and Childcare Centers were closed for the day. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: July 2019 year to date cash expenditures were \$7,835,972 YTD, which represents 46% of the program budget. ○ 2018-2019 Early Head Start Program: July 2019 year to date cash expenditures were \$1,209,577 YTD, which represents 33% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #1: July 2019 year to date cash expenditures were \$34,625 YTD, which represents 3% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: July 2019 year to date cash expenditures were \$4,298,900 YTD, which represents 56% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of June 2019, were \$28,586.03. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July 2019, were \$27,369.94. ○ Child and Adult Care Food Program: July 2019 total meal served including breakfast, lunch, and supplements were 25,678.
<p>Action: Consider Ratification of</p>	<p>Haydee Ilan, Accountant III, provided an overview of the 2020 Early Head Start & Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives.</p> <p>2020 Head Start Program Continuation Grant Funding Application:</p>

TOPIC	RECOMMENDATION / SUMMARY																												
Approval of 2020 Early Head Start & Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives	<div>EXECUTIVE SUMMARY</div> <div>INCOMING FUNDS NARRATIVE STATEMENT</div> <div><p>1. PROJECT/PROGRAM TITLE. <u>Head Start Program</u> Continuation Grant Funding Application for Budget Period 1/1/20 through 12/31/20.</p><p>2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).</p><p>3. SUBMITTAL STATUS. This is a submission of application for continuation grant funding for FY 2020.</p><p>4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 1/1/20 through 12/31/20. The budget summary below is for year 2 of the five year grant period.</p><p>5. CURRENT FUNDING. Funding for Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.</p><p>6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.</p><p>7. BUDGET SUMMARY</p><table><tr><th>Budget Categories:</th><th>T/TA</th><th>Basic Grant</th><th>TOTAL</th></tr><tr><td>Personnel</td><td></td><td>4,325,478</td><td>4,325,478</td></tr><tr><td>Fringe Benefits</td><td></td><td>2,650,000</td><td>2,650,000</td></tr><tr><td>T & TA</td><td>190,000</td><td>-</td><td>190,000</td></tr><tr><td>Travel</td><td>7,344</td><td>-</td><td>7,344</td></tr><tr><td>Supplies</td><td></td><td>205,000</td><td>205,000</td></tr><tr><td>Contractual</td><td></td><td>3,339,185</td><td>3,339,185</td></tr></table></div>	Budget Categories:	T/TA	Basic Grant	TOTAL	Personnel		4,325,478	4,325,478	Fringe Benefits		2,650,000	2,650,000	T & TA	190,000	-	190,000	Travel	7,344	-	7,344	Supplies		205,000	205,000	Contractual		3,339,185	3,339,185
Budget Categories:	T/TA	Basic Grant	TOTAL																										
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Contractual		3,339,185	3,339,185																										

TOPIC	RECOMMENDATION / SUMMARY			
	Construction		-	-
	Other		4,706,261	4,706,261
	Sub-Total of Direct Charges	197,344	15,225,924	15,423,268
	Indirect Costs		1,491,111	1,491,111
	Total Federal Amount Requested	197,344	16,717,035	16,914,379
	Non-Federal Share	49,336	4,179,259	4,228,594
	Total Federal and Non-Federal	\$246,680	\$20,896,294	\$21,142,973
	A22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above	\$8,000	\$ 2,194,788	\$ 2,202,788
<p>8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.</p> <p>9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 years under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.</p> <p>10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations</p>				

TOPIC	RECOMMENDATION / SUMMARY
	<p>with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.</p> <p>11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)</p> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <p>Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>12. STATED OBJECTIVES.</p> <ul style="list-style-type: none"> • By June 30, 2019, CSB will place interactive self-service kiosk stations at large centers and the administration building with user-friendly interface and software that interacts with CSB’s data management system. • By June 30, 2019, CSB will implement the use of an interactive web-portal and mobile application to improve communication between client and staff. • By June 30, 2019, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text to input via keypad or their land line or mobile device. • By June 2019, trainings based on Program for Infant and Toddler Care (PITC) and State of California Infant and Toddler Learning Foundations will continue to be implemented to support growing professional knowledge of caregiving practices. • By June 2019, CSB will increase family collaboration and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report. • By June 2019, CSB will administer vision screenings to Early Head Start Children ages 6 months to 3 years using the Plusoptix Mobile Vision Screener to ensure the earliest possible identification of vision concerns. • By June 2019, CSB will enhance nutrition and oral health education with parents and staff to reduce the risk of early onset dental decay in children under 3 years old. • By December 31, 2019, CSB will collaborate with Diablo Valley College ECE Learning Communities to engage participants in the field of early childhood education.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • By December 31, 2019, CSB staff will have an opportunity to participate in the Peer Recognition Program and other trainings that facilitate increased staff competencies and morale. • By December 31, 2019, CSB will collaborate with the YMCA of the Bay Area and Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field. • By June 2019, CSB will strengthen father-child relationships through activities that promote healthy lifestyles. • By June 2019, CLOUDS's Strength Building-Family Partnership Agreement (SB-FPA) will provide measurable family outcome reports. • By June 2019, The Make Parenting A Pleasure (MPAP) Curriculum will expand the scope of trainings. <p>13. ACTIVITY SUMMARY. Program continues to provide high-quality services.</p> <p>14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.</p> <p>15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.</p> <p>16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council approved submission of this grant at their August 21, 2019 meeting.</p> <p>2020 Early Head Start Program Continuation Grant Funding Application:</p> <p style="text-align: center;">EXECUTIVE SUMMARY INCOMING FUNDS NARRATIVE STATEMENT</p> <p>1. PROJECT/PROGRAM TITLE. <u>Early Head Start Program</u> Continuation Grant Funding Application for Budget Period 1/1/20 through 12/31/20.</p> <p>2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).</p> <p>3. SUBMITTAL STATUS. This is a submission of application for continuation grant funding for FY 2020.</p>

TOPIC	RECOMMENDATION / SUMMARY			
	4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 1/1/20 through 12/31/20. The budget summary below is for year 2 of the five year grant period.			
	5. CURRENT FUNDING. Funding for Early Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.			
	6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.			
	7. BUDGET SUMMARY			
	Budget Categories:	T/TA	Basic Grant	TOTAL
	Personnel		325,000	325,000
	Fringe Benefits		193,000	193,000
	T & TA	77,600	-	77,600
	Travel	5,344	-	5,344
	Supplies		21,500	21,500
	Contractual		965,000	965,000
	Construction			
	Other		2,035,450	2,035,450
	Sub-Total of Direct Charges	82,944	3,539,950	3,622,894
	Indirect Costs		68,250	68,250
Total Federal Amount Requested		82,944	3,608,200	3,691,144
Non-Federal Share		20,736	902,050	922,786
Total Federal and Non-Federal		\$ 103,680	\$ 4,510,250	\$ 4,613,930

TOPIC	RECOMMENDATION / SUMMARY
	<p>8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.</p> <p>9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.</p> <p>10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.</p> <p>11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)</p> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <p>Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>12. STATED OBJECTIVES.</p> <ul style="list-style-type: none"> • By June 30, 2020, CSB will implement the use of an interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB's data management system. • By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB's data management system to enhance communication with families and staff. • By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping. • In February 2020, CSB will pilot Early Head Start oral health curriculum during Oral Health Month to determine which curriculum will be used in our program moving forward. • By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • By June 2020, both CSB and the partners will increase family collaborating and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report. • By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay. • By December 2020, 10 teachers will acquire classes in pursuit of degrees and earning a higher-level permit. • By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB's holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management. • By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%. • By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities. • By June 2020, CSB will introduce <i>"Strong Partners/Strong families,"</i> a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff. • By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads. <p>13. ACTIVITY SUMMARY. Program continues to provide high-quality services.</p> <p>14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.</p> <p>15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.</p> <p>16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council approved submission of this grant at their August 21, 2019 meeting.</p>

TOPIC	RECOMMENDATION / SUMMARY																																																																																				
	<p>A motion to ratify the approval of the 2020 Early Head Start & Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives was made by Andres Torres and seconded by Emma Duran. The motion passed.</p> <table><tr><th colspan="2">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="2">Not Present</th></tr><tr><td>Nika Agnew</td><td>Jamillah Monroe</td><td></td><td></td><td>Bolatito Adesina</td><td>Delphine Smith</td></tr><tr><td>Maria Roxana Alvarado</td><td></td><td></td><td></td><td>Maria de Lourdes</td><td></td></tr><tr><td>Maldonado</td><td>Mariam Okesanya</td><td></td><td></td><td>Barrios</td><td>Carla Waters</td></tr><tr><td>Jonathan Bean</td><td>Kim Pham Perez</td><td></td><td></td><td>Erica Billaran</td><td>Emma Swafford</td></tr><tr><td>Katie Cisco</td><td>Sonia Quinones</td><td></td><td></td><td>Cristal Fregoso</td><td></td></tr><tr><td>Jasmine Cisneros</td><td>EJ Smith</td><td></td><td></td><td>Latrese Hill</td><td></td></tr><tr><td>Emma Duran</td><td>Daisy Templeton</td><td></td><td></td><td>Karen Medrano</td><td></td></tr><tr><td>Emily Ferne</td><td>Andres Torres</td><td></td><td></td><td>Nivette Moore Mason</td><td></td></tr><tr><td>Veronica Gutierrez</td><td>Victoria Velasquez</td><td></td><td></td><td>Priscilla Proteau</td><td></td></tr><tr><td>Tracy Keesling</td><td>Patricia Velazco</td><td></td><td></td><td>Ana Ramos</td><td></td></tr><tr><td>Charles Latham</td><td>Delia Zarges</td><td></td><td></td><td>Victoria Roberts</td><td></td></tr><tr><td>Yarigza Lopez</td><td></td><td></td><td></td><td>Cristal Rodríguez</td><td></td></tr><tr><td>Dawn Miguel</td><td></td><td></td><td></td><td>Damaris Santiago</td><td></td></tr></table>	Ayes		Nays	Abstentions	Not Present		Nika Agnew	Jamillah Monroe			Bolatito Adesina	Delphine Smith	Maria Roxana Alvarado				Maria de Lourdes		Maldonado	Mariam Okesanya			Barrios	Carla Waters	Jonathan Bean	Kim Pham Perez			Erica Billaran	Emma Swafford	Katie Cisco	Sonia Quinones			Cristal Fregoso		Jasmine Cisneros	EJ Smith			Latrese Hill		Emma Duran	Daisy Templeton			Karen Medrano		Emily Ferne	Andres Torres			Nivette Moore Mason		Veronica Gutierrez	Victoria Velasquez			Priscilla Proteau		Tracy Keesling	Patricia Velazco			Ana Ramos		Charles Latham	Delia Zarges			Victoria Roberts		Yarigza Lopez				Cristal Rodríguez		Dawn Miguel				Damaris Santiago	
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<p>Action:</p> <p>Consider Ratification of Approval of the Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1</p>	<p>Tracy Lewis, ASA III TU, provided an overview of the Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1. Contra Costa County Community Services Bureau is required to conduct a review of each site serving children from this funding utilizing the health and safety screener checklist. The health and safety screener helps organizations to identify where they need to make changes and build capacity to ensure children are healthy and safe while in their care.</p> <p>Findings:</p> <p>Thirty-eight (38) sites were reviewed utilizing the health and safety screener tool. This tool has a series of twenty-four (24) requirements. Upon completion of the tool, (3) sites were found to have no areas for improvement. The remaining (35) sites had a total of (164 out of 2135) items in need of improvement.</p> <p>Outcomes:</p> <p>Timely follow-up has been conducted for each item and actions have been taken to ensure child safety, representative of quality standards of Head Start and local regulation. Action plans have been implemented for any outstanding items in need of improvement.</p>																																																																																				

TOPIC	RECOMMENDATION / SUMMARY					
	A motion to ratify the approval of the Health and Safety Screener results in summary for Head Start, Early Head Start and Early Head Start Child Care Partnership #1, was made by Andres Torres and seconded by Charles Latham. The motion passed.					
	Ayes		Nays	Abstentions	Not Present	
	Nika Agnew	Jamillah Monroe			Bolatito Adesina	Delphine Smith
	Maria Roxana Alvarado				Maria de Lourdes	
	Maldonado	Mariam Okesanya			Barrios	Carla Waters
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Dawn Miguel				Damaris Santiago		
Action: Review and consider approval of Community and Past Parent Representatives	Veronica Gutierrez, Chair provided Community Representatives & Past Parent wishing to serve on the 2019-20 Policy Council the opportunity to read their letters of interest.					
	Community Representative letters of interest were received from: Dawn Miguel from Economic Opportunity Council to join the Policy Council.					
	Past Parent letters of interest were received from: Katie Cisco and Daisy Templeton.					
	A motion to approve the Community and Past Parent Representatives noted above was made by Emma Duran and seconded by Tracy Keesling. The motion was approved.					
	Ayes		Nays	Abstentions	Not Present	
	Nika Agnew	Jamillah Monroe			Bolatito Adesina	Delphine Smith
	Maria Roxana Alvarado				Maria de Lourdes	
	Maldonado	Mariam Okesanya			Barrios	Carla Waters
	Jonathan Bean	Kim Pham Perez			Erica Billaran	Emma Swafford
	Katie Cisco	Sonia Quinones			Cristal Fregoso	

TOPIC	RECOMMENDATION / SUMMARY					
	Jasmine Cisneros	EJ Smith			Latrese Hill	
	Emma Duran	Daisy Templeton			Karen Medrano	
	Emily Ferne	Andres Torres			Nivette Moore Mason	
	Veronica Gutierrez	Victoria Velasquez			Priscilla Proteau	
	Tracy Keesling	Patricia Velazco			Ana Ramos	
	Charles Latham	Delia Zarges			Victoria Roberts	
	Yarigza Lopez				Cristal Rodríguez	
	Dawn Miguel				Damaris Santiago	
Action: Consider Approval of the August 21, 2019, Policy Council Minutes	The minutes of the August 21, 2019, Policy Council meeting were reviewed and no corrections were noted. A motion to approve the minutes from the August 21, 2019, Policy Council meetings was made by Jasmine Cisneros and seconded by Daisy Templeton. The motion was approved.					
	Ayes		Nays	Abstentions	Not Present	
	Nika Agnew	Jamillah Monroe			Bolatito Adesina	Delphine Smith
	Maria Roxana Alvarado				Maria de Lourdes	
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Action: Consider approval of the 2018-2020 PC Bylaws	Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, provided an overview of updates to the Policy Council Bylaws. She informed once approved by the Policy Council the they will be sent to the Board of Supervisors for final approval.					

TOPIC	RECOMMENDATION / SUMMARY																																																
	<p>PC bylaws updates/changes include the following:</p> <ul style="list-style-type: none">• Section III – Executive Committee:<ul style="list-style-type: none">▪ Nominated PC representatives are voted to be part of the PC Executive team during PC meeting in October.• Section III – Executive Committee – Subsection E - Election of Officers:<ul style="list-style-type: none">▪ Officers shall be elected annually at the October general meeting.• Section IV.A.1 – Policy Council Membership – Past Parent Composition:<ul style="list-style-type: none">▪ Re-phrased to “Parents of Currently Enrolled Children.”• Section IV – Policy Council Membership – Subsection A.2 - Past Parent Representative:<ul style="list-style-type: none">▪ Updated limit of 5 years terms for past parents, also past parents must submit a letter of inters and be voted in during 1st business meeting (Sept).• Section IV – Policy Council Membership – Subsection B – Term of Membership:<ul style="list-style-type: none">▪ Term of Membership• Section IV – Policy Council Membership – Subsection G – Vacancy:<ul style="list-style-type: none">▪ Updated, past parent vacancies are announced by the PC chair during PC business meeting. Interested past parent representatives must follow the past parent procedures election.• Section V – Subcommittees:<p>Updated, the number of current subcommittees to two standing subcommittees Program Services and Fiscal; and three Ad-hoc subcommittees, Bylaws, Advocacy and Ongoing Monitoring-Self assessment.</p>• Section VI – Conferences:<ul style="list-style-type: none">▪ Updated verbiage, representative’s participation in conferences is paid by County as approved by HS budget and CSB protocols.• Section IX – Resolution of Disputes:<ul style="list-style-type: none">▪ Added, Dispute Resolution protocol between PC and BOS. <p>A motion to approve the 2018-2020, Policy Council Bylaws was made by Charles Latham and seconded by Andres Torres. The motion was approved.</p> <table><tr><th colspan="2">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="2">Not Present</th></tr><tr><td>Nika Agnew</td><td>Jamillah Monroe</td><td></td><td></td><td>Bolatito Adesina</td><td>Delphine Smith</td></tr><tr><td>Maria Roxana Alvarado</td><td></td><td></td><td></td><td>Maria de Lourdes</td><td></td></tr><tr><td>Maldonado</td><td>Mariam Okesanya</td><td></td><td></td><td>Barrios</td><td>Carla Waters</td></tr><tr><td>Jonathan Bean</td><td>Kim Pham Perez</td><td></td><td></td><td>Erica Billaran</td><td>Emma Swafford</td></tr><tr><td>Katie Cisco</td><td>Sonia Quinones</td><td></td><td></td><td>Cristal Fregoso</td><td></td></tr><tr><td>Jasmine Cisneros</td><td>EJ Smith</td><td></td><td></td><td>Latrese Hill</td><td></td></tr><tr><td>Emma Duran</td><td>Daisy Templeton</td><td></td><td></td><td>Karen Medrano</td><td></td></tr></table>	Ayes		Nays	Abstentions	Not Present		Nika Agnew	Jamillah Monroe			Bolatito Adesina	Delphine Smith	Maria Roxana Alvarado				Maria de Lourdes		Maldonado	Mariam Okesanya			Barrios	Carla Waters	Jonathan Bean	Kim Pham Perez			Erica Billaran	Emma Swafford	Katie Cisco	Sonia Quinones			Cristal Fregoso		Jasmine Cisneros	EJ Smith			Latrese Hill		Emma Duran	Daisy Templeton			Karen Medrano	
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	Emily Ferne Veronica Gutierrez Tracy Keesling Charles Latham Yarigza Lopez Dawn Miguel	Andres Torres Victoria Velasquez Patricia Velazco Delia Zarges			Nivette Moore Mason Priscilla Proteau Ana Ramos Victoria Roberts Cristal Rodríguez Damaris Santiago	
Site Reports	<p>Ambrose:</p> <ul style="list-style-type: none">• A Pediatric Dentist visited the center on August 20th and provided children's oral health screenings. Thirteen children were seen, two were referred for treatment.• Our center has the privilege to mentor and on-board Gabriela Martinez, a new floater teacher assigned to Cluster B. Welcome to CSB Ms. Gabriela!!• Ms. Afi Fiaxe, Education Manager came to our center to visit with the children.• Free diapers donated by Sweet Beginnings Family Resource Center were distributed to families in need. <p>Crescent Park:</p> <ul style="list-style-type: none">• Four of the Crescent Park Preschool teachers have transitioned to their new teaching locations; Verde and Balboa• Ms. Alexandra supported Balboa in setting up the classroom environment for the toddlers who will very soon transition from Crescent Park to Balboa.• Francisca Hernandez from First 5 Contra Costa visited the week of 9/2/19.• Trauma Informed Practice, a series of trainings were posted on the staff board for staff's knowledge to support all who are looking to complete their professional growth and development hours. <p>GMC:</p> <ul style="list-style-type: none">• New policy council representatives were elected.• Head Start part day/ inclusion program classes for this school year begin on September 3, 2019. The full inclusion classroom is offered in collaboration with the Mount Diablo Unified School.• CSUEB Nursing Students provided activities with the children during circle time.• The center received a new and colorful playground for the infant toddler children. <p>GMIII:</p> <ul style="list-style-type: none">• All GMIII staff celebrated and enjoyed the opportunity to attend the All Staff Summit.• GMIII Parents voted in three new Parent Policy Council Representatives.• Lifelong Dental Van visited the center provided dental screenings.• A librarian from the Richmond Public Library visited the center and read stories to children in their classrooms.					

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> Weekly flyers are sent home each Friday with resources. Parents are invited and encouraged to attend our monthly parent meetings. <p>Los Arboles :</p> <ul style="list-style-type: none"> The center is welcoming all new families and children. Children are being Introduced to the different classroom areas and creating classroom rules. The center received a new play kitchen for toddlers to enjoy outdoors. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, provided the following announcements:</p> <ul style="list-style-type: none"> The Executive Nomination form was given to representatives for their review and to prepare for October's Executive Committee elections. Childcare options and mileage reimbursement were discussed. Completion of CSB-325 form, "Demand on Policy Council Child Care Fund" to request reimbursement was reviewed. Representatives are encouraged to work with their Site Supervisors to complete and submit Site Reports form CSD336. Reports are shared out during monthly PC meetings on a rotating basis. Representatives are encouraged to nominate and recognize center staff for their quality work, by completing the CSB-342 Parent Recognition - Staff Nomination form. Representatives are asked to share the nomination form with parents at their sites and encourage them to also recognize staff. Attendance at monthly PC Meetings is very important as is arriving on time – it makes a difference in the efficiency of our meetings. 	
Meeting Evaluation	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> Presentations Male involvement Food was good Ice breakers was fun 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> N/A



Contra Costa County Employment & Human Services Department Community Services Bureau



Executive Committee Positions and Responsibilities

Executive Committee: The Executive Board is composed of officers of the PC who could conduct business in emergency matters or if a majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program decision. In this case, all Executive Committee decisions must be ratified by the full body of the CSB PC at the next regularly scheduled meeting.

The officers are elected yearly during the PC meeting in October. Executive officers shall attend all PC and Executive Committee meetings. Absences and arriving late to meetings impact the decision making of the team, a maximum of two absences will be excused during the term. Exceptions to this rule will be handled on a case-by-case basis by the Chairperson. Arriving 15 minutes or more late to executive meeting will be consider an unexcused absence.

Officers will be the official representatives to conferences. Alternates will be appointed as needed.

Each officer must be an active member, Chair or Vice-Chair of at least one committee.

Chairperson: The Chairperson shall be the directing officer of the Council and shall preside at all Council meetings. He/she has the authority to call special meetings, maintain order, appoint chairperson of ad-hoc committees and recognize members, staff and visitors who wish to speak and make official written communications. In the Chairperson's absence, the Vice-chairperson may represent the Executive Board. The Chairperson is a voting member of all committees.

The Vice-Chairperson: The Vice-chairperson shall perform duties as the Chairperson of the PC may designate. In the absence of the Chairperson, the Vice-chairperson shall perform all of the duties of the Chairperson. The Vice Chair will be responsible for reviewing the desired outcomes and meeting rules during the Policy Council meetings.

Secretary: The Secretary shall be responsible for PC sign-ins at the monthly PC meetings and monitor attendance via the sign-in sheets. The Secretary shall declare whether a quorum exists by analyzing the sign-in sheets at the beginning of each meeting. The Secretary shall monitor attendance and inform the Chairperson when intervention is necessary. He/she shall read any correspondence at PC meetings. He/she shall check for any corrections or clarification on previous month's minutes, and seeks approval of minutes. The Secretary shall also prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance is provided as needed.

Parliamentarian: The Parliamentarian shall assist the Chairperson in maintaining order in the meetings and for ensuring that Robert's Rules of Order are followed. He/she shall state and review the Ground Rules at PC meetings. He/she shall know and enforce the Brown Act and the Contra Costa County Better Governance Order. He/she shall act as timekeeper of the agenda items and notify the Chair when time is an issue. He/she shall assist with getting the 1st and 2nd Motion Maker signatures and return to Secretary. He/she is also the Chair of the Bylaws subcommittee. Staff assistance is provided as needed.



Contra Costa County
Employment & Human Services Department
Community Services Bureau



Policy Council Executive Committee Nomination Form

***Instructions:** Please complete the information below for each person you would like to nominate for a position on the Policy Council Executive Committee. You may nominate yourself or another representative. Descriptions of each position are attached. All nominations must be seconded at the elections meeting prior to the vote. **Submit your completed form to Ana Araujo at aaaraujo@ehsd.cccounty.us or fax (925) 646-5815.*

Name of Nominee: _____

Name of person nominating (if different from nominee): _____

Nominee's Information:

Click on the following that apply to you:

☐ Current PC Rep. Center's name: _____ ☐ Past Parent ☐ Community Rep

Have you ever served as a Head Start or Early Head Start Policy Council Representative?

☐ No ☐ Yes If yes, how many years? _____

Position you are seeking (may select one or more):

☐ Chair ☐ Vice Chair ☐ Secretary ☐ Parliamentarian

Please describe your understanding of the roles and responsibilities of this executive committee position:

Please tell us why you would like to hold this position:

Is there anything else you would like to share?:
